



**THE STATE OF NEW HAMPSHIRE  
INSURANCE DEPARTMENT**

21 SOUTH FRUIT STREET SUITE 14  
CONCORD, NEW HAMPSHIRE 03301

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Roger A. Sevigny  
Commissioner

Alexander K. Feldvebel  
Deputy Commissioner

November 6, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Insurance Department to enter into a cooperative agreement in the amount of \$64,991.00 with the University of New Hampshire, working through the University of New Hampshire Institute for Health Policy and Practice (Vendor #177867), to provide consulting services in connection with the premium rate review initiative to evaluate options for improving the rate review. This agreement is to be effective upon Governor & Council approval through September 30, 2014. 100% Federal Funds.

The funding is available in account titled Rate Review Grant as follows:

		FY2014	FY2015
02-24-24-240010-59780000-046-500464	Consultants	\$54,592	\$10,399

**EXPLANATION**

The New Hampshire Insurance Department has received a federal grant to improve the health insurance premium rate review process and transparency related to health insurance premiums and medical care costs in New Hampshire. Under the grant, the Insurance Department will evaluate potential changes to New Hampshire's insurance laws to improve the transparency and effectiveness of the premium rate review process, in order to best serve the people of New Hampshire.

The major deliverables for the University of New Hampshire, working through the University of New Hampshire Institute for Health Policy and Practice, are developing and maintaining updated SAS code for the rates produced on the [www.nhhealthcost.org](http://www.nhhealthcost.org) website. The original SAS HealthCost programs were written several years ago and are in need of maintenance to address the changes in the health care provider tables and health care providers in general.

After reviewing the bid requests, the University of New Hampshire proposal was selected as the most responsive to the Request for Proposal.

The department respectfully requests that the Governor and Council authorize funding for this consulting work. Your consideration of the request is appreciated.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'RAS', written over a horizontal line.

Roger A. Sevigny

**RRG-14 PROPOSALS EVALUATIONS**

Evaluation Committee members: Tyler Brannen, Alain Couture, Martha McLeod

Evaluation process: Every member reviewed and independently evaluated the bids.

On September 6, 2013, the Evaluation Committed members met, and as a group assigned points to each bid per the "Specific comparative scoring process" described in each RFP.

All members agreed with the points assigned to each category for each bid depicted in the table below.

RFP/VENDOR	CONTRACTOR SKILL (50% or points)	CONTRACTOR EXPERIENCE & QUALIFICATIONS (20% or points)	PLAN OF WORK (10% or points)	Bid Price- BUDGET AMOUNT	COST (20% or points)	TOTAL SCORE (100% or Points)	Score without \$\$\$	NOTES
<b>RFP 2013-RRG-14 HealthCost SAS Programming</b>								
University of New Hampshire	44.00%	17.00%	9.00%	\$65,000	20.00%	90.00%	70.00%	Winning Bid
Compass Health Analytics	41.00%	17.00%	9.00%	\$90,000	14.44%	81.44%	67.00%	
Milliman Bid Price #1 No on-site Visits	38.33%	15.67%	8.67%	\$155,000	8.39%	71.05%	62.67%	
Reporting MD	38.00%	12.00%	8.00%	\$101,500	12.81%	70.81%	58.00%	
Milliman Bid Price #2 W/ two on-site visits	38.33%	15.67%	8.67%	\$163,000	7.98%	70.64%	62.67%	
Geneia	35.00%	12.00%	5.00%	\$90,000	14.44%	66.44%	52.00%	

## STANDARD EXHIBIT I

The Contractor identified as “University of New Hampshire” in Section A of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, “Business Associate” shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and “Covered Entity” shall mean the NH Insurance Department.

### BUSINESS ASSOCIATE AGREEMENT

(1) **Definitions.**

- a. “Breach” shall have the same meaning as the term “Breach” in section 164.402 of Title 45, Code of Federal Regulations.
- b. “Business Associate” has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. “Covered Entity” has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. “Designated Record Set” shall have the same meaning as the term “designated record set” in 45 CFR Section 164.501.
- e. “Data Aggregation” shall have the same meaning as the term “data aggregation” in 45 CFR Section 164.501.
- f. “Health Care Operations” shall have the same meaning as the term “health care operations” in 45 CFR Section 164.501.
- g. “HITECH Act” means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. “HIPAA” means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. “Individual” shall have the same meaning as the term “individual” in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.501.

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- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
  - n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
  - o. “Unsecured Protected Health Information” shall have the same meaning given such term in section 164.402 of Title 45, Code of Federal Regulations.
  - p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with 45 CFR 164.410, of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies. If Covered Entity does not object to such disclosure within five (5) business days of Business Associate’s notification, then Business Associate may choose to disclose this information or object as Business Associate deems appropriate.
- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional reasonable security safeguards.

(3) **Obligations and Activities of Business Associate.**

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with 45 CFR 164.410.
- b. The Business Associate shall comply with all applicable and required sections of the Privacy and Security Rule as set forth in 45 CFR Parts 160 and 164.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- h. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- i. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- j. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to

forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.

- k. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

**(4) Obligations of Covered Entity**

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

**(5) Termination for Cause**

In addition to standard provision #10 of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

**(6) Miscellaneous**

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act, as codified at 45 CFR Parts 160 and 164 and as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.

- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity under the Agreement.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

NH Insurance Dept.  
The State

Alexander K. Feldvebel  
Signature of Authorized Representative

Alexander K. Feldvebel  
Name of Authorized Representative

Deputy Commissioner  
Title of Authorized Representative

10/21/13  
Date

\_\_\_\_\_  
University of New Hampshire

Karen M. Jensen  
Signature of Authorized Representative

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Karen M. Jensen

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Manager, Sponsored Programs Administration

10/14/13  
Date



**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Insurance Department**

and the

**University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Insurance Department**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

**Project Title: Healthcost SAS Programming**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

**State Project Administrator**

Name: Barbara Richardson  
Address: Director of Operations  
New Hampshire Insurance Department  
21 South Fruit St. Suite 14  
Concord, NH 03301  
Phone: 603-271-7973 ext 255

**Campus Project Administrator**

Name: Dianne Hall  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824  
Phone: 603-862-1942

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

**State Project Director**

Name: Tyler Brannen  
Address: Health Policy Analyst  
New Hampshire Insurance Department  
21 South Fruit St. Suite 14  
Concord, NH 03301  
Phone: 603-271-7973 ext 226

**Campus Project Director**

Name: Amy Costello  
Address: University of New Hampshire  
4 Library Way  
Hewitt Hall Room 202  
Durham, NH 03824  
Phone: 603-862-1241

F. Total State funds in the amount of \$64,991 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. 6 PRPPR120031-01-01 from United States Department of Health and Human Services under CFDA# 93.511. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) 19 of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

The HealthCost program is a project that is the sole and exclusive property of the State. Campus shall provide copies of proposed publications (including oral presentations) to the State for review and comment at least 30 days prior to their release and shall consider every request for redaction or alteration in good faith. Any reference by Campus to the work performed by Campus on the HealthCost project shall describe the HealthCost project as a State initiative, specifically as a transparency initiative developed by the NHID, and that any work performed by the Campus is as an independent contractor of the State.

H.  State has chosen not to take possession of equipment purchased under this Project Agreement.  
 State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, Insurance Department have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen

Title: Manager, Sponsored Programs Administration

Signature and Date: [Signature] 9/30/13

**By An Authorized Official of:  
Insurance Department**

Name: Alex Feldvebel

Title: Deputy Commissioner

Signature and Date: [Signature]

**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**

Name: J Christopher Marshall

Title: Asst Attorney General

Signature and Date: [Signature] 10/23/13

**By An Authorized Official of: the New  
Hampshire Governor & Executive Council**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. Project Title:** Healthcost SAS Programming
- B. Project Period:** G&C approval - October 1, 2014

**C. Objectives:**

1. Analyze and test the data in the New Hampshire Comprehensive Health Information System (NHCHIS) as provided by the State's current vendor for the purposes of reporting cost estimates on the HealthCost website accurately.
2. Develop expertise with the current HealthCost methods, and develop modifications and/or additions.
3. Rewrite current SAS code in order to improve efficiency and accommodate necessary changes.
4. Ensure that all SAS programs include extensive documentation and that the code is easily understandable by an analyst with intermediate level SAS skills.
5. Run the HealthCost SAS Code and deliver the results to WebSolutions for updating the HealthCost website.

**D. Scope of Work:** This scope of work will include:

Campus will review the current methods in place for HealthCost, and identify (with State) modifications to existing work. Campus will review existing HealthCost SAS code, as needed and applicable, to replicate the methods that should not be changed. For future HealthCost methodologies, Campus will consider also current HealthCost SAS programming, as well as modifications that can be made to add efficiencies or other improvements to both the SAS code and current methods.

This will include the specific review of the "precision of the cost estimate" and "typical patient complexity" dimensions of the information currently available on HealthCost. Campus will ensure that these concepts are replicated in the updated SAS programming. Modifications to these, if applicable, will be reviewed with State prior to implementation.

Campus will also work with State to understand which procedures should be unbundled in order to add new unbundled procedures in HealthCost. In addition to State input, Campus can review the most common procedures in NH using NHCHIS data to ensure that HealthCost continues to reflect the information that is likely to be of interest to most of the NH population.

Rewrite current SAS code in order to improve efficiency and accommodate changes to:

- a. the source databases (including changes to NHCHIS since the code was developed, changes associated with the change in NHCHIS vendors, and reflecting the ETL source files),
- b. the health care provider files,
- c. the logic to reflect modifications in the methodology, and
- d. the comments within the code to assist future users of the code in understanding what different portions of the code do.

Ensure that all SAS programs include extensive documentation and that the code is easily understandable by an analyst with intermediate level SAS skills. In addition to "commenting out" the code so that the code can be easily shared and understood by others, Campus will provide supplemental documentation that explains changes to methods, assumptions, and code. In addition, descriptions of the methods will be developed that can be included on the HealthCost website,

providing documentation that State can use to update the “FAQs and Methodology” portion of the website. All the SAS files and documentation will be packaged together and delivered to State.

To expedite updating the HealthCost website, Campus will deliver the analytic output to WebSolutions for updating the HealthCost website.

**E. Deliverables Schedule: Timeline:**

A proposed timeline to accomplish the proposed first set of tasks associated with the project is below. Campus will work with State to finalize a project plan at the start of the project to determine mutually agreed upon action items, deliverables, and timelines. Campus will have twelve (12) months’ time in which to complete this project, from project start date as specified in item Exhibit A item B. The table below is based upon a twelve (12)- month completion period.

Month	Tasks	Deliverables
Month 1 (after G&C approval)	<ul style="list-style-type: none"> <li>Meet with NHID to understand the NHID needs for improvements to HealthCost</li> <li>Acquire current SAS programming files for existing HealthCost website</li> <li>Review current methods and assumptions for HealthCost calculations</li> <li>Review current SAS programming for HealthCost</li> <li>Develop project plan for the SAS programming project</li> <li>Identify methods of communication and point people for NHID for this project</li> </ul>	<ul style="list-style-type: none"> <li>Summary of needed improvements</li> <li>Check point report delivered to NHID at month end, including an overall project plan</li> </ul>
Month 2	<ul style="list-style-type: none"> <li>Develop analytic plan to address identified needs for HealthCost methods changes</li> <li>Review changes to underlying NHCHIS data to identify data field changes for fields used in existing HealthCost website</li> <li>Rewrite or revise SAS programming for HealthCost</li> </ul>	<ul style="list-style-type: none"> <li>Analytic plan</li> <li>Draft SAS programming</li> <li>Check point report with NHID at month end</li> </ul>
Month 3	<ul style="list-style-type: none"> <li>Rewrite or revise SAS programming for HealthCost</li> <li>Document methods changes for review with NHID</li> <li>Review of draft SAS programming with NHID</li> </ul>	<ul style="list-style-type: none"> <li>Revised SAS programming</li> <li>Check point report with NHID at month end</li> </ul>
Month 4	<ul style="list-style-type: none"> <li>Review of Revised SAS programming with NHID</li> <li>Determine necessary documentation (e.g., FAQ and Methodology) NHID needs to support HealthCost website changes</li> <li>Complete documentation for NHID HealthCost website, as needed by NHID</li> <li>Deliver SAS Programming files</li> </ul>	<ul style="list-style-type: none"> <li>Final SAS programming files to NHID</li> <li>Documentation of methods and FAQ write-up</li> <li>Check point report with NHID at month end</li> </ul>
Month 5 - 12	<ul style="list-style-type: none"> <li>Maintenance of SAS programming, as needed</li> <li>Additional documentation, as needed</li> <li>Run SAS programs on data and deliver results to WebSolutions for HealthCost updates</li> </ul>	<ul style="list-style-type: none"> <li>SAS Programming changes, as needed</li> <li>Results sent to WebSolutions</li> </ul>

**F. Budget and Invoicing Instructions:** Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	31,524	0	31,524
2. Employee Fringe Benefits	14,596	0	14,596
3. Travel	407	0	407
4. Supplies and Services	500	0	500
5. Equipment	0	0	0
6. Facilities & Admin Costs	17,964	0	17,964
Subtotals	64,991	0	64,991
Total Project Costs:			64,991

**EXHIBIT B**

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None or .